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The regulations for employee training of the Federal Extension Service of the U.S. Department of Agriculture are enumerated in this manual. The responsibility for employee training, factors for selection of employees for training, procedures for authorization of training, and contributions and awards for training are described. Provisions for full-time, short term or part-time study leave are detailed. Arrangements for payment of expenses, and of salary during the period of study, are outlined. These regulations cover training in both government and nongovernment facilities. (mf)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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EMPLOYEE TRAINING

IN THE

FEDERAL EXTENSION SERVICE

FEDERAL EXTENSION SERVICE
UNITED STATES DEPARTMENT OF AGRICULTURE

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SECTION I - GENERAL PROVISIONS

Purpose of This Manual

It is the purpose of this manual to describe a program for training Federal Extension Service employees and to state the general policies, requirements and procedures that will govern the operation of the program. It is intended to implement the Government Employees Training Act (P.L. 85-507, particularly Sec. 7 of such Act; Executive Order 10800, issued January 15, 1959; Section 604 (a) of the Federal Employees Pay Act of 1945 as amended (P.L. 89-478); Chapter 410 of the Federal Personnel Manual; and Chapter 410 of the Department Personnel Manual.

Coverage

All employees of the Federal Extension Service are included within the scope of these regulations.

Definitions

The term "training" means a planned, systematically conducted routine of instruction and practice directed toward definite performance improvement objectives. It does not include staff conferences or meetings. The training covered by these regulations is that which is done in whole or in part on official time or at government expense. The meaning of the terms "Training Through Government Facilities" and "Training Through Nongovernment Facilities" herein conforms with the definitions set forth in Chapter 410 of the Federal Personnel Manual.[1/] As defined therein, these terms mean:

1. Training by, in, or through government facilities, covers training conducted,

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[1/] U. S. Civil Service Commission Federal Personnel Manual, Chapter 410, Subchapters 1-10, April 16, 1965.

a. By civilian or military personnel of the U. S. government acting in their official capacities;

b. On property owned or substantially controlled by the U. S. government (including property rented or leased by or on loan to the government).

2. Training through nongovernment facilities covers all other training by, in, or through nongovernment facilities.

General Policy Governing Training

It is the policy of the Federal Extension Service to provide for training and employment of employees as an integral part of its responsibility for the effective conduct of its affairs. To this end, Extension Administration:

1. Encourages all division directors of the FES to recommend to Extension Administrators policies which will strengthen and improve employee training programs and procedures.
2. Conducts a systematic inventory of training needs, develops and implements training activities to meet these needs and evaluates the results of training activities.
3. Establishes procedures for the purpose of coordinating staff efforts in planning and conducting staff training and development.
4. Stimulates and encourages staff development, both through individual self-improvement and through agency sponsored activities.
5. Arranges for specific development and training opportunities that enable employees to improve their skills, understandings and attitudes.

Specific policies relative to assignments of responsibilities, need identification, authorized kinds of training, evaluation and reporting are described in the following pages.

SECTION II - FEDERAL EXTENSION TRAINING PROGRAM

1. Responsibility for Training

   a. Each division director and the Administrator's Office are responsible annually for assessing the training needs of each of the staff members who serve under him and recommending to administration the types of training best suited to meet these needs. He is responsible to:

      (1) Provide new employees with a planned orientation training program in individual and group conferences within the unit before assuming the full duties of their respective positions.

      (2) Recommend annually the types of training needed by unit staff members. These recommendations should be based upon (a) the major areas of the current program, (b) shifts which will be required in meeting future problems, and (c) areas of training needed to implement program changes. These are submitted to the Division of Extension Research and Training for consolidation into an annual Federal Extension Service Training Plan.

      (3) Evaluate the training received and this is reported to administration through the Director of the Division of Extension Research and Training.

   b. The Division of Extension Research and Training will give leadership to the development and implementation of training programs for the professional staff in the Federal Extension Service. The director of the division will:

      (1) Initiate with FES division directors a process for determining training needs.

      (2) Assist division directors in developing recommendations for training needed by division personnel.

(3) Prepare an annual agency training plan and forward to the Administrator.

(4) Work out with division directors a process for evaluation of training.

(5) Submit an annual report to administration relative to training activities and evaluations.

(6) Counsel with FES personnel individually on opportunities for professional improvement.

c. The Director of the Division of Management Operations will:

(1) Give leadership to planning and conducting training for management and clerical staff of the Federal Extension Service.

(2) Review applications for training to be sure of compliance with applicable laws and regulations.

(3) Report to administration annually on the training activities for management and clerical staff undertaken during the year. This report is routed through the Division of Extension Research and Training where it is consolidated with the report of training for professional employees.

d. The Federal Extension Service Administrator will:

(1) Establish a training budget at the beginning of each fiscal year.

(2) Make decisions on all aspects of training policies and programs.

(3) Set priorities for the types of training to be given.

(4) Determine whether a proposed program is in conformity with the overall policy of the Federal Extension Service.

e. Each employee is encouraged to demonstrate initiative, resourcefulness and willingness to take advantage of training opportunities offered him and to exert effort to develop necessary competencies. Each professional, in consultation with his immediate supervisor, will develop and revise

annually a long-term training plan for himself. Such a plan would include self-improvement and self-education activities in addition to training activities provided for by the agency.

2. General Statement of Basic Training Needs

The primary function of the Cooperative Extension Service is education. The Federal Extension Service, as the USDA agency which administers the act providing Federal funds to finance Cooperative Extension work, gives counsel and aid in the development of State Extension programs, coordinates Extension work among the States and Territorities and serves as liaison between other USDA agencies and the State Extension Services.

Federal Extension personnel are expected to meet the same high standards of academic preparation and professional experience as are attained by professors of research and teaching in the land-grant colleges. In order to adequately fulfill their functions, personnel of the Federal Extension Service need to prepare for the immediate job ahead, for changes in problems and situations as they affect the work to be done, and for continuing personal development. Self-training by employees must be supplemented by an organized, continuing program of inservice training provided by the agency. Such agency training programs should realistically be geared to the mission of the agency and its program requirements.

3. Kinds of Training to be Carried Out

a. In developing training programs and plans, the division directors should give consideration to:

(1) Orientation training.

(2) Job or production training.

(3) Maintenance or refresher training.

(4) Career or developmental training.

(5) Supervisory and managerial training.

(6) Executive development.

b. The areas of training which may be authorized for Federal Extension personnel include:

(1) Training which would equip an individual to carry out his specialized assignment.

(2) Training which would equip an individual to assume broader responsibilities within the Federal Extension Service.

4. Annual Review of Training Needs

Each division director and the Administrator's Office will make an annual review of the training needs of the unit personnel. The appraisal of the need for increased competence should be based upon: (1) the major areas of the current program; (2) shifts which will be required in meeting future problems, and (3) areas of training needed to implement program changes.

In addition, each professional, in consultation with his immediate supervisor, will prepare and review annually an individual long-term training plan. The Director of the Division of Extension Research and Training shall include these statements in the annual Federal Extension Service Training Plan.

5. Provisions for Evaluation of Training

a. Formal training activities within government are evaluated by means of tests (where practical), periodic reports by instructors, reports of training progress made by the trainees themselves, reviews by committees which are established and oriented to their assignment at the time the training is planned.

b. When an employee completes a training assignment, he is required to submit a report to his division director describing the nature of his study program, the benefits he received from the training and samples of written materials produced as a result of the training received.

6. Annual Training Plans

The Division of Extension Research and Training shall consolidate the recommendations of each division director into a proposed annual training program. This proposal shall be submitted to administration for consideration and decision. In accordance with department regulations, authorizations for certain outside training will be requested in advance on Form AD-281 from the Director of Personnel or his designee.

SECTION III - SELECTION OF EMPLOYEES FOR TRAINING

1. Factors Considered

Whenever it is determined that training is to be given to some but not all of the employees eligible for consideration, selection methods used shall be based on a consideration of:

a. Extension program emphasis and the priority given to staff preparation in an area of proposed study.

b. Future benefits to agency; prospects of continued service in the department.

c. Clarity of intent or purpose of study; the extent to which personnel have clearly in mind what study program will be and a plan for carrying it out.

d. The extent to which the employee's present education and experience needs to be supplemented by training in order to improve performance in present assignment or to develop for more responsible assignment.

e. The employee's potential or capacity for development as indicated by past performance, effects of previous training, pooled judgment ratings.

f. The employee's interest in and willingness to undertake the training.

2. Training for Promotion

In the case of training which is to result in or which is required for promotion, the selection of employees shall be in accordance with the merit promotion system and the Division of Management Operations shall establish a record which shall show the procedures used in selection of employees to be trained.

SECTION IV - AUTHORIZATION OF TRAINING

1. Authorization by the USDA Office of Personnel

The following proposals for the training of employees are to be authorized by the USDA Director of Personnel:

a. In all cases involving contributions or awards or the acceptance of "free training" (except that "free training" made available by manufacturers as a normal service incident to initial purchase or lease and use of their equipment or product).

b. In all cases involving the assignment of employees for training outside the United States.

c. Cases involving nongovernment training for the purpose of filling a position by promotion when required as stated in the Department Personnel Manual.

d. Programs exceeding an academic year.

2. Delegation of Authorization

The Administrator of the Federal Extension Service or his designee may authorize participation in interagency training activities and in training activities through nongovernment facilities except as noted in Section IV, paragraph one above. Each Assistant Administrator is authorized to approve the requests for training for all personnel who come under his Administration within the framework of the approved

training budget and Department regulations. The following training may be authorized.

a. Training by, in, or Through Government Facilities

Participation may be authorized in interagency training activities. The Federal Extension Service thereby agrees to reimburse or share training costs with the department or agency offering the course. Other expenses, such as books and transportation within the Washington metropolitan area, will be allowed. Per diem will be authorized when living costs are charged and not included within the tuition costs.

b. Training Through Nongovernment Facilities

(1) Full-time training means training that is the only assignment of an employee during one or more work days or corresponding days of leave granted for purposes of training. Such an employee may be in pay or nonpay status.

(a) Continuous Study Leave Exceeding 160 Hours

An employee may be approved for full-time study. A maximum of nine months' time at full salary will be permitted during a seven and one-half year period. The employee may be authorized to use the study leave in various combinations. Study periods in excess of nine months for each seven and one-half year period would be taken as earned annual leave or leave without pay if earned leave is not available.

The portion of an employee's salary not authorized for payment while on study leave may be used for hiring short-term replacement personnel.

Individuals who are authorized time exceeding 160 hours for continuous or full-time study leave in nongovernmental facilities will not receive per diem. Costs for tuition and other expenses related to the training (e.g., books, laboratory fees) are authorized. Transportation costs to the point of study and return to the Washington metropolitan area will be authorized when study is outside the Washington metropolitan area. The division director will need to certify and the Administrator's Office concur in the decision that the courses are designed to equip the individual either (1) to carry out his specialized assignment or (2) to assume broader responsibilities within the Federal Extension Service.

(b) Continuous Short-Time Study Leave (9 to 160 hours)

Tuition, transportation, per diem and other incidental expenses will be approved for in-residence workshops, short courses or similar activities. Travel and per diem costs for this type of training activity conducted outside the Washington metropolitan area will be charged to the operating budget of the individual's division.

(c) Continuous Study Leave Taken in Daily Increments

An individual may be authorized to take study leave in daily increments. Upon the approval of the division director and concurrence by the Administrator's Office, the individual may take study leave on a daily basis and receive full salary for the portion of time used until the nine months' salary privilege is exhausted.

Combinations of time taken which have the approval of the division director and the Administrator's Office may vary. Tuition, books, and other related expenses are authorized under the Act.

(2) Training on less than full-time basis

An individual may be authorized to participate in training activities on an hourly basis. The time in training is computed as the number of hours spent in class or with the instructor in the facility. Tuition, books and other related expenses are authorized under the Act. Transportation or per diem will not be allowed.

3. Variation of Work Week for Educational Purposes

Under the provisions of P.L. 89-478, the Federal Extension Service employee may be permitted to vary his work week in order to participate in educational activities.

The division director is authorized to approve plans for variation of the individual's work week for this purpose.

4. Limitations

a. Training of an employee by, in, or through a nongovernment facility for the purpose of filling a position by promotion is prohibited if there is in the Department another employee of equal ability and suitability who is fully qualified to fill such a position and is available at or within a reasonable distance from the place or places where the duties of such positions are to be performed.

b. Training solely for the purpose of providing an opportunity to the employee to obtain an academic degree is prohibited. (However, agencies are not limited in authorizing training when such training is for the purpose of developing skills, abilities and knowledges

which will best qualify them for the performance of official duties. If in the accomplishment of this training, the employee receives a degree, this may be considered as merely an incidental by-product of the training.)

c. Time spent by an employee in nongovernment training cannot exceed one year in the first 10-year period of service in Government and in each 10-year period of service thereafter. (The one-year-in-ten limitation may be waived under certain conditions.)

d. Employees must have one or more years of current, continuous civilian Government service before having eligibility for training in nongovernment facilities. (This limitation may be waived under certain limitations.)

5. Processing Approvals

a. Authorizations for training shall be processed on Form AD-281, individually, and in advance of the training except that only one copy of Form AD-281, with list attached of all trainees involved, may be used where a number of employees are to undergo the same training under substantially the same conditions and under the same financial arrangements.

b. The specific procedures to follow in requesting approval of any training activity may be found in "Procedure for Requesting Approval of Training for Employees" available from the Staff Development Unit, Division of Extension Research and Training.

6. Agreements to Continue in Service

(1) All employees who are authorized training by, in, or through non-government facilities shall enter into an agreement to continue in the service of the Department for three times the period of the training, except the following:

(a) Those whose training does not exceed 80 hours within a single course or program;

(b) Those whose training is provided by manufacturers as a normal service incident to purchase or lease of their equipment or product;

(c) Those trained through correspondence courses;

(d) Those whose training involves no expense to the government other than their pay.

(2) The employee must enter into the agreement before the training begins. A copy of the agreement shall be given to the employee.

(3) Trainees who fail to fulfill their agreement shall be required to repay the government the additional expenses incurred as a result of such training, unless the Administrator finds that repayment would be against equity, good conscience, or the public interest. In that event, the Administrator shall recommend to the Director of Personnel that the requirement of repayment be waived. Such recommendations shall be supported by the necessary statement of facts required by the Office of Personnel and Civil Service Commission.

SECTION V - CONTRIBUTIONS AND AWARDS

1. Authority to Accept

Contributions and awards may be made to and accepted by employees in connection with nongovernment training that they receive subject to the limitations and requirements of the Act, of Executive Order 10800 and the Federal Personnel Manual.

2. General Limitations

Three major limitations on the authority to accept contributions are as follows:

a. The organization which makes the contribution or award must be tax exempt. No awards may be accepted from individuals.

b. The amount of the contribution or award must be determined to be appropriate to meet reasonable costs incurred or to be incurred by the recipient incident to the training.

c. It must be determined that the purpose, amount and type of contribution or award would not place or tend to place the recipient under any improper obligation to the grantor.

3. Prior Approval Requirements

Each case of outside training which involves the acceptance of a contribution or award or the acceptance of "free training" (as defined in Subchapter 7, Chapter 410, Department Personnel Manual) shall be submitted to the Office of Personnel for prior approval on Form AD-281. Acceptance of a contribution or award is conditional on an appropriate reduction of government payments of expense.

SECTION VI - RECORDS AND REPORTS

1. For evaluation purposes and to insure compliance with the law, the Division of Extension Research and Training will maintain a records file of training received at government expense by each extension employee.[1/]

[1/] Sec. 12 (a) The training of employees by, in, and through nongovernment facilities under authority of this Act shall be subject to the following provisions:

(1) The number of man-years of such training by, in, and through non-government facilities for each department in any fiscal year shall not exceed 1 per centum of the total number of man-years of civilian employment for such department in the same fiscal year as disclosed by the budget estimates for such department for such year.

(2) No employee having less than one year of current, continuous civilian service in the government shall be eligible for such training unless the head of his department determines, in accordance with regulations of the Commission, that such training for such employee is in the public interest.

2. With the assistance of the division directors, the Director of Extension Research and Training will consolidate division records into the annual training report. Shortly after the end of fiscal year, but not later than August 1, the Director of the Division of Extension Research and Training will submit to the Assistant Administrator for Administration of FES the report of training carried out for the entire Federal Extension Service, as required by law and regulation.

1/ (continued)

(3) In the first ten-year period of his continuous or noncontinuous civilian service in the government following the date of his initial entry into the civilian service of the government, and in each ten-year period of such service occurring thereafter, the time spent by an employee in such training shall not exceed one year.

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